



# Using DORpay – A Customer's Guide



DORpay- Indiana's online tax payment system guide

November 2017

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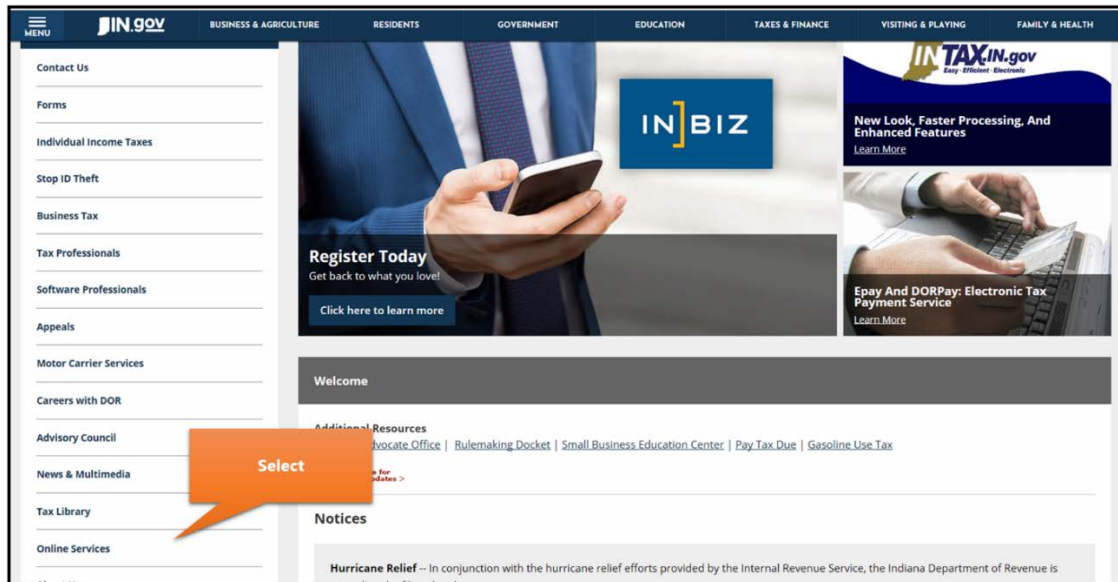
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## Locating DORpay

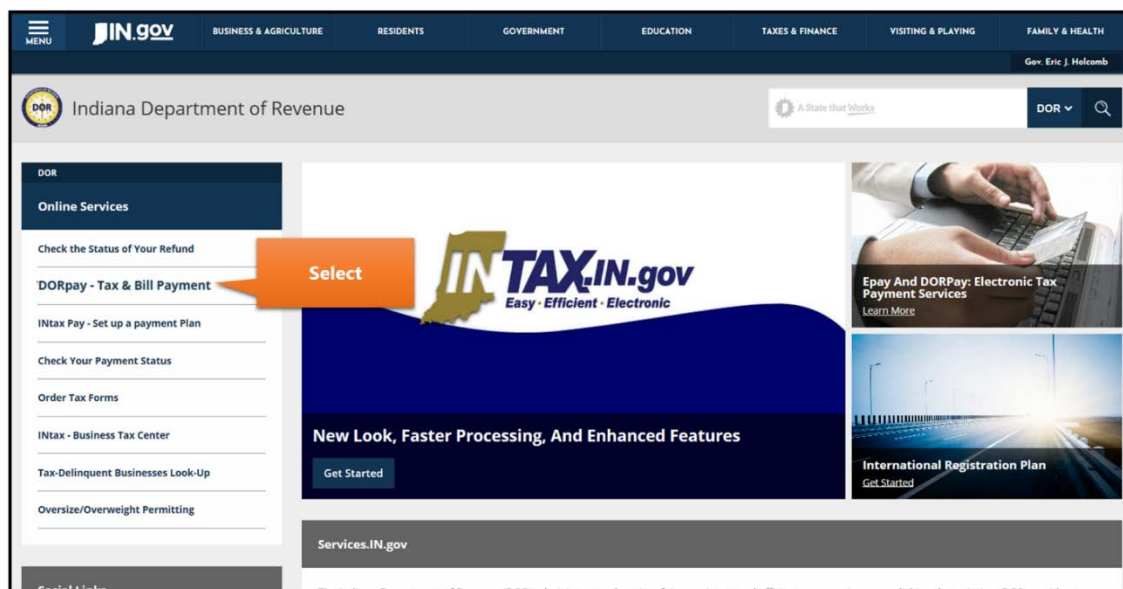
The DORpay system is a convenient and secure way to verify, make or cancel scheduled payments online.

To begin, go to the DORpay website directly at: <http://www.in.gov/dor/4340.htm> or

Go to the Indiana DOR website at [www.in.gov/dor](http://www.in.gov/dor) and select “Online Services” from the left navigation bar.



Select the “DORpay Tax and Bill Payment” link from the left navigation bar.



Select the "Get Started" link under "DORpay: Electronic Tax Payment Service" in the middle of the page.

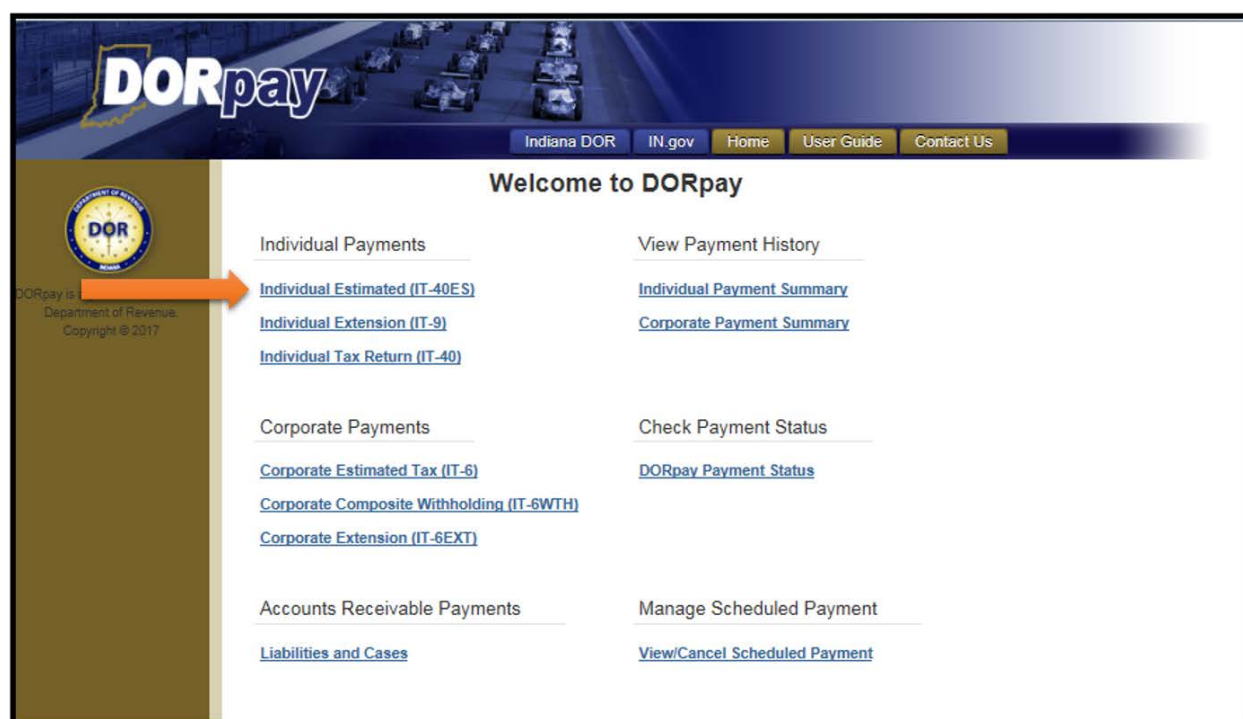
The screenshot shows the Indiana Department of Revenue (DOR) website. The top navigation bar includes links for MENU, IN.gov, BUSINESS & AGRICULTURE, RESIDENTS, GOVERNMENT, EDUCATION, TAXES & FINANCE, VISITING & PLAYING, and FAMILY & HEALTH. Below this is a search bar with the text "A State that Works" and a "DOR" dropdown menu. The main content area features a large banner for "DORpay: Electronic Tax Payment Service" with a "Get Started" button highlighted by an orange arrow pointing to a "Select" button. To the left of the banner is a sidebar with "Online Services" including: Check the Status of Your Refund, DORpay - Tax & Bill Payment, Intax Pay - Set up a payment Plan, Check Your Payment Status, Order Tax Forms, Intax - Business Tax Center, Tax-Delinquent Businesses Look-Up, and Oversize/Overweight Permitting. Below the banner is a section for "Epay" with a note: "In the upcoming months, DORpay will fully replace the E-pay online payment system. Current payments can still be made through Epay."



# Making Individual Tax Payments

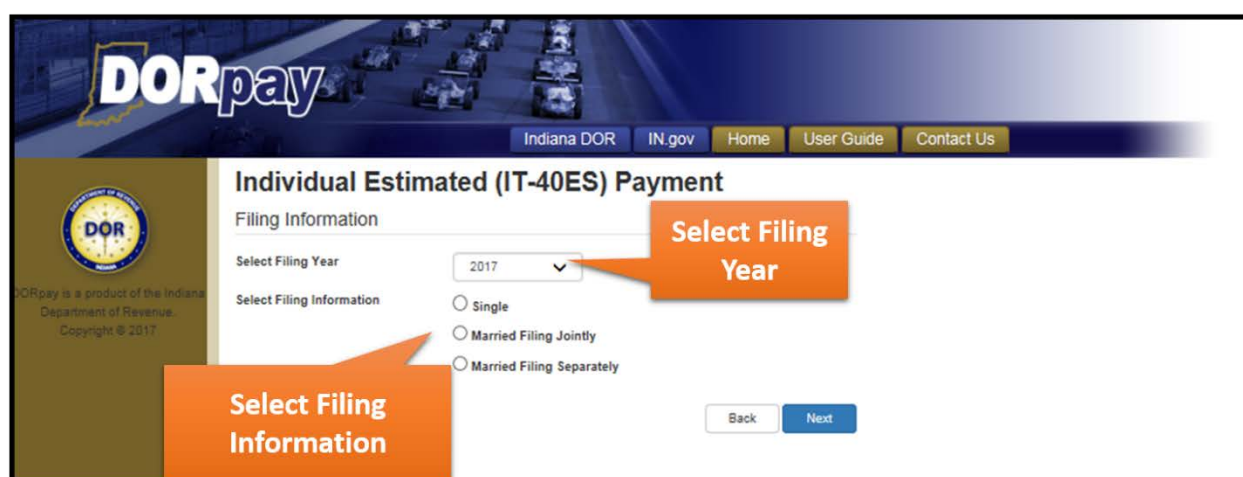
## Individual Estimated Payment (IT-40ES)

On the "Welcome to DORpay" home page, select "Individual Estimated (IT-40ES)".



This will take you to the "Individual Estimated (IT-40ES) Payment" screen.

Select the filing year from the drop-down menu and then select your filing information using the radio button options next to the filing status.



This will open the "Filing Information" fields to be completed.

Complete all fields and then select "Next".

**Individual Estimated (IT-40ES) Payment**

Filing Information

Select Filing Year: 2017

Select Filing Information: ☒ Single  
☐ Married Filing Jointly  
☐ Married Filing Separately

Personal Information

First Name: John

Middle Initial: Q

Last Name: Doe

Suffix:

SSN: XX-XXX-XXXX

Back Next

Complete all **Personal Information** Fields and then select **Next**

The "Please Verify Identification" screen opens. Verify all information displayed is correct and then select "Next".

**Individual Estimated (IT-40ES) Payment**

Please Verify Identification

You may edit the information you provided to us by clicking on the Edit button to resubmit your information, or you may continue filing with the information as it is by clicking the Next button.

Filing Year: 2017

Filing Information: Single

Name: John Q. Doe

SSN: XX-XXX-XXXX

Edit Next

Verify Information is correct and then select **Next**

The "Enter Address Information" will screen open. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select "Next".

**Individual Estimated (IT-40ES) Payment**

Enter Address Information

Country: UNITED STATES

Street Address: 123 Main Street

City: BEDFORD

State: INDIANA

Zip Code: 47421-5048

Email: doe@aol.com

Phone Number: (317) 000-0000

Back Next

Verify Information is correct and then select Next

On the following screen, select the payment "Installment Period" and then enter the details about how your payment is to be allocated.

When these details are entered, select "Next".

**Individual Estimated (IT-40ES) Payment**

Check the box to indicate which installment payment you are making.

Installment Period

Filing Year: 2017

Select Installment Period

☐ 1st Installment Payment, Due April 18, 2017

☐ 2nd Installment Payment, Due June 15, 2017

☐ 3rd Installment Payment, Due September 15, 2017

☐ 4th Installment Payment, Due January 16, 2018

Payment Allocation

Enter Total Estimated Payment Amount

Enter Portion of Total Payment Amount that represents your State tax due

Enter Portion of Total Payment Amount that represents your County tax due

Select your County

Back Next

Select the Installment Period

Then complete the Payment Allocation fields

Then select Next

Select your desired payment method and then select "Next".

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### Individual Estimated (IT-40ES) Payment

- Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn.
- Payments may not be scheduled more than 90 days in advance.

**Payment Amount** \$200.00



**Withdrawal Option**

☐ Pay Now

☐ Schedule a payment

**Payment Option**

☐ ACH Debit (Electronic Funds Transfer)

☐ Credit Card  

Select the desired payment method

Then select Next

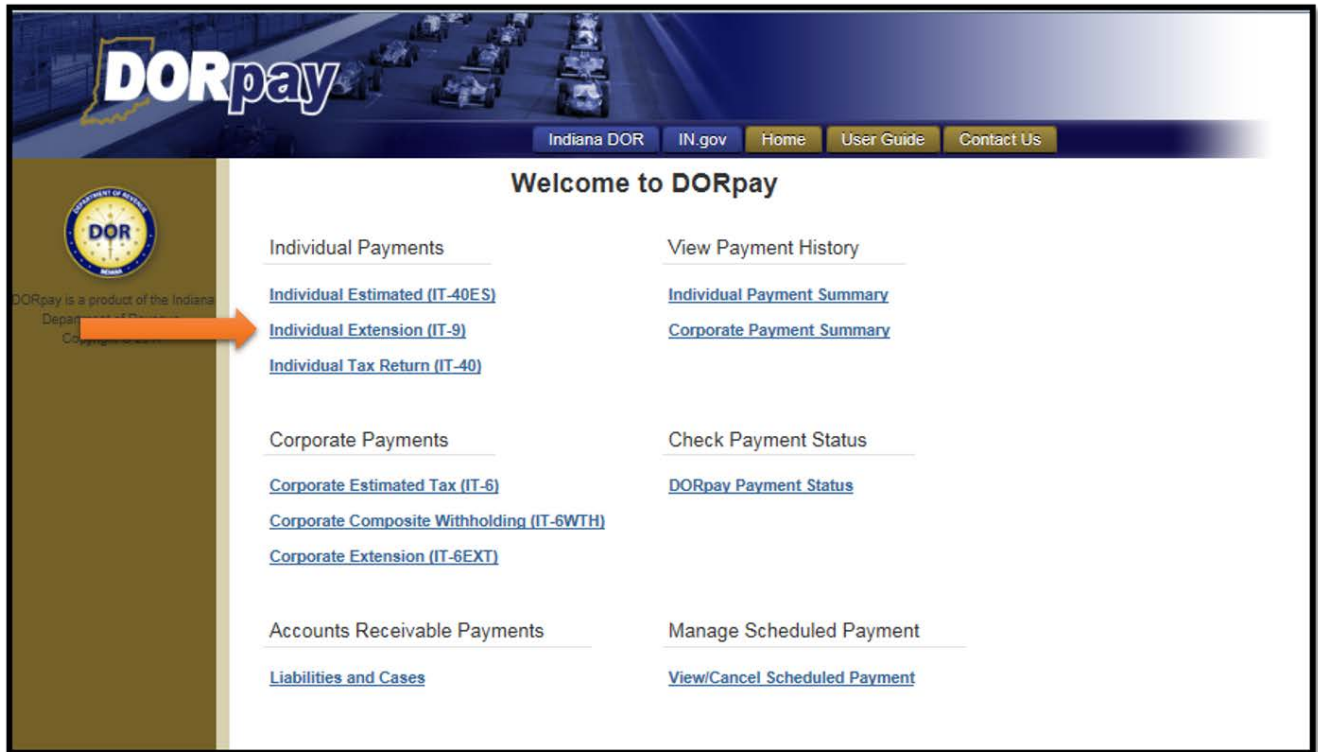
You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#) in this document.



## Individual Tax Extension Payment (IT-9)

When making an Individual Tax Extension Payment, follow the steps below:

On the "Welcome to DORpay" home page, select "Individual Extension (IT-9)".



Select the filing year from the drop-down menu and then select your filing information using the radio button options next to the filing status.



This will open the "Filing Information" fields to be completed.

Complete all fields and then select "Next".

**Individual Extension (IT-9) Payment**  
Filing Information

Select Filing Year: 2017

Select Filing Information:  
☒ Single  
☐ Married Filing Jointly  
☐ Married Filing Separately

Personal Information

First Name: John  
Middle Initial: Q  
Last Name: Doe  
Suffix:  
SSN: XX-XXX-XXXX

Back Next

Complete all **Personal Information** Fields and then select **Next**

The "Please Verify Identification" screen opens. Verify all information displayed is correct and then select "Next".

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**Individual Extension (IT-9) Payment**  
Please Verify Identification

You may edit the information you provided to us by clicking on the Edit button to resubmit your information, or you may continue filing with the information as it is by clicking the Next button.

Filing Year: 2018  
Filing Information: Single  
Name: John Q. Doe  
SSN: XX-XXX-XXXX

Edit Next

Check information is correct

Select Next

The “Enter Address Information” screen opens. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select “Next”.

The screenshot shows the DORpay website interface. The header includes the DORpay logo and navigation links: Indiana DOR, IN.gov, Home, User Guide, and Contact Us. The main content area is titled "Individual Extension (IT-9) Payment" and "Enter Address Information". The form contains the following fields:

- Country: UNITED STATES (dropdown)
- Street Address: 123 Main Street
- City: BEDFORD
- State: INDIANA (dropdown)
- Zip Code: 47421-5048
- Email: doe@aol.com
- Phone Number: (317) 000-0000

At the bottom of the form are "Back" and "Next" buttons. An orange callout bubble points to the "Next" button with the text: "Verify Information is correct and then select Next".

**Note:** In the example below, our customer is making a payment on a past-due return. A warning screen is activated in this case, advising the customer the payment is considered late for the tax year.

If the customer is making a payment to the current tax year, this screen will not activate.

Select “Next”.

The screenshot shows the DORpay website interface with a "Warning" message. The header and navigation links are the same as in the previous screenshot. The main content area displays a yellow warning box with the text: "The due date for this extension payment was April 18, 2017. You can continue to make a tax payment here, but it will be considered late for this tax year." Below the warning box are "Back" and "Next" buttons. An orange callout bubble points to the "Next" button with the text: "Select".

On the "Payment Allocation" screen, if you know the extension amount to pay, enter your state and county tax payment allocation amounts, the county of residence and check the "Total Extension Payment" field is correct.

Then select "Next".

The screenshot shows the "Individual Extension (IT-9) Payment" screen. At the top, there are navigation links: "Indiana DOR", "IN.gov", "Home", "User Guide", and "Contact Us". The left sidebar features the Indiana DOR logo and the text "DORpay is a product of the Indiana Department of Revenue. Copyright © 2017".

The main content area has the title "Individual Extension (IT-9) Payment". Below the title are two radio buttons for selection:

- ☒ I already know my desired extension payment amount
- ☐ I do not know my extension payment, I would like to use the IT-9 worksheet to help me calculate a extension payment amount

Below the radio buttons is the "Payment Allocation" section. A light blue box contains the text: "The entire payment amount is defaulted to State Allocation. You can reallocate your payment amount between state and county. Make sure that your allocations are equal to the payment amount."

The form fields are as follows:

- 1 Enter Portion of Total Payment Amount that represents your State tax due: \$400.00
- 2 Enter Portion of Total Payment Amount that represents your County tax due: \$100.00
- Select your County: Bedford (dropdown menu)
- 3 Total Extension Payment: \$500.00

At the bottom, there are "Back" and "Next" buttons. Two orange callout boxes are present: one pointing to the radio buttons with the text "Select options and then enter state and county tax payment allocation information", and another pointing to the "Next" button with the text "Select Next".



**Note:** If the amount of the extension payment is not known, choose the "I Do Not Know My Extension Payment" radio button to complete the "Individual Extension (IT-9) Payment" worksheet and calculate the amount due.

The screenshot shows the DORpay website interface for the "Individual Extension (IT-9) Payment" form. The header includes the DORpay logo and navigation links: Indiana DOR, IN.gov, Home, User Guide, and Contact Us. The left sidebar features the Indiana Department of Revenue logo and text: "DORpay is a product of the Indiana Department of Revenue. Copyright © 2017".

The main content area is titled "Individual Extension (IT-9) Payment". Below the title, a question asks: "How will you enter your 2016 extension payment?". There are two radio button options: "I already know my desired extension payment amount" and "I do not know my extension payment, I would like to use the IT-9 worksheet to help me calculate a extension payment amount". The second option is selected.

Below the radio buttons is the "Extension Payment Worksheet". It contains several lines for inputting tax information, each with a text box showing "\$0.00":

- A Total estimated income for 2016
- B Total exemption amount
- C Amount subject to tax (line A - line B)
- D Amount of state income tax due (line C x 0.033)
- Select your county (dropdown menu)
- County Tax Rate (dropdown menu) and Select a county above (dropdown menu)
- E Amount of county income tax due (line C x County Tax rate)
- F Anticipated state and county tax due for 2016
- G Subtotal (line F x .50)
- H Total credits (including 2016 state and county income tax withheld, estimated payments, etc.)
- I Minimum required extension payment (line G - line H)  
Enter on Line 4 below
- J Enter portion of line I that represents your anticipated state tax due.  
Enter on Line 1 below
- K Enter portion of line I that represents your (and spouse's if same county) anticipated county tax due.  
Enter on Line 2 below

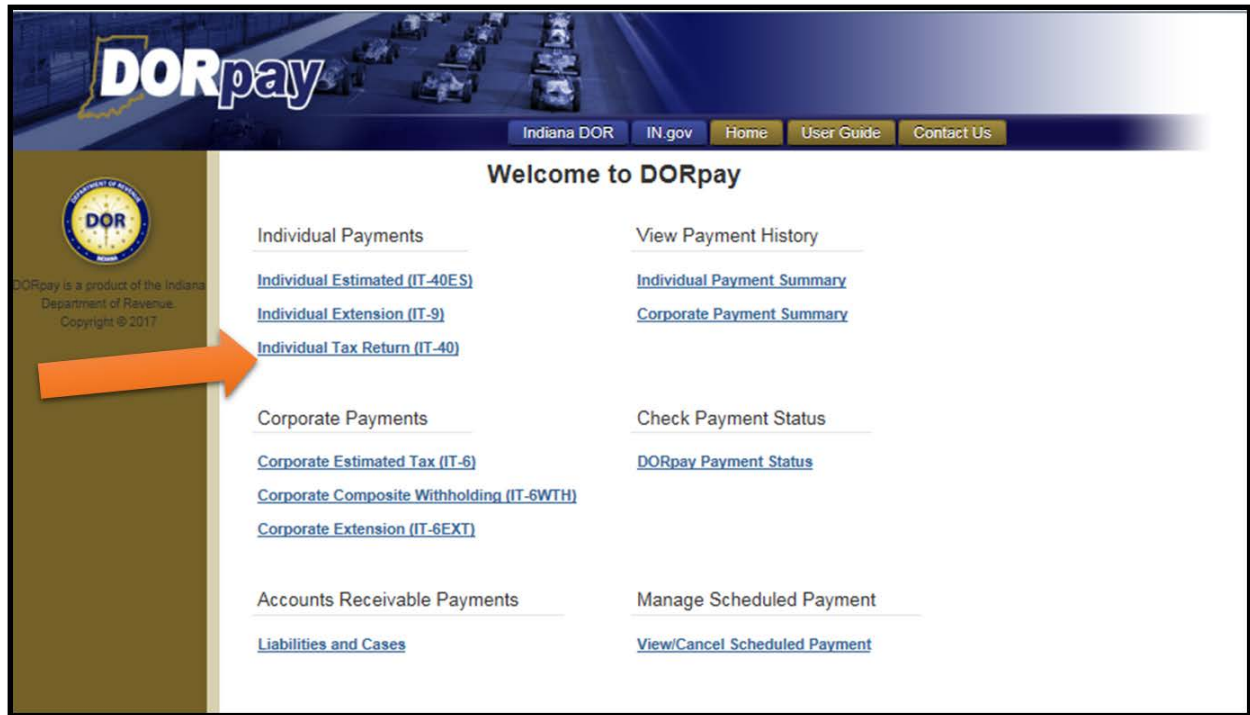
Each line has a corresponding text box with "\$0.00" entered. There are also radio button options for "Resident" (selected) and "Non Resident".

You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#), in this document.

## Individual Tax Return Payment (IT-40)

If making an Individual Tax Return Payment, follow the steps below:

On the "Welcome to DORpay" home page, select "Individual Tax Return (IT-40)".



Select the filing year from the drop-down menu and then select your filing information using the radio button options next to the filing status.



This will open the "Filing Information" fields to be completed.

Complete all fields and then select "Next".

The screenshot shows the "Individual Tax Return (IT-40) Payment" screen with the "Filing Information" section active. The page header includes the DORpay logo and navigation links: Indiana DOR, IN.gov, Home, User Guide, and Contact Us. The left sidebar features the Indiana Department of Revenue logo and text: "DORpay is a product of the Indiana Department of Revenue. Copyright © 2017".

**Filing Information**

Select Filing Year: 2018 (dropdown menu)

Select Filing Information:

- ☐ Single
- ☒ Married Filing Jointly
- ☐ Married Filing Separately

**Personal Information**

First Name: John

Middle Initial: Q

Last Name: Doe

Suffix: (empty field)

SSN: xxx-xx-xxxx

**Spouse Information**

Spouse First Name: Jane

Spouse Middle Initial: Q

Spouse Last Name: Doe

Spouse Suffix: (empty field)

Spouse SSN: xxx-xx-xxxx

Buttons: Back, Next

Annotations:

- An orange callout bubble points to the "Filing Information" section with the text: "Enter all personal information".
- An orange callout bubble points to the "Next" button with the text: "Select Next".

The "Please Verify Identification" screen opens. Verify that all information displayed is correct and then select "Next".

The screenshot shows the "Individual Tax Return (IT-40) Payment" screen with the "Please Verify Identification" section active. The page header and left sidebar are identical to the previous screen.

**Please Verify Identification**

You may edit the information you provided to us by clicking on the Edit button to resubmit your information, or you may continue filing with the information as it is by clicking the Next button.

Filing Year: 2018

Filing Information: Married Filing Jointly

Name: John Q Doe

SSN: xxx-xx-xxxx

Spouse Name: Jane Q Doe

Spouse SSN: xxx-xx-xxxx

Buttons: Edit, Next

Annotations:

- An orange callout bubble points to the "Please Verify Identification" section with the text: "Verify identification information".
- An orange callout bubble points to the "Next" button with the text: "Select Next".

The “Enter Address Information” screen opens. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select “Next”.

The screenshot shows the 'Individual Tax Return (IT-40) Payment' screen with the 'Enter Address Information' form. The form includes fields for Country (UNITED STATES), Street Address (123 Main Street), City (BEDFORD), State (INDIANA), Zip Code (47421-5048), Email (doe@aol.com), and Phone Number ((317) 000-0000). An orange callout bubble points to the 'Next' button with the text 'Verify Information is correct and then select Next'. The 'Back' and 'Next' buttons are at the bottom right.

The “Please Enter Payment Amount” screen appears. Enter the amount of the payment you are making and then select “Next”.

The screenshot shows the 'Individual Tax Return (IT-40) Payment' screen with the 'Please Enter Payment Amount' form. The form includes fields for Filing Year (2016), Filing Information (Married Filing Jointly), Name (John Q Doe), SSN (XXX-XX-XXXX), Spouse Name (Jane Q Doe), Spouse SSN (XXX-XX-XXXX), and Payment Amount (\$200.00). An orange callout bubble points to the 'Payment Amount' field with the text 'Enter the payment amount'. Another orange callout bubble points to the 'Next' button with the text 'Select Next'. The 'Back' and 'Next' buttons are at the bottom right.

You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#), in this document.

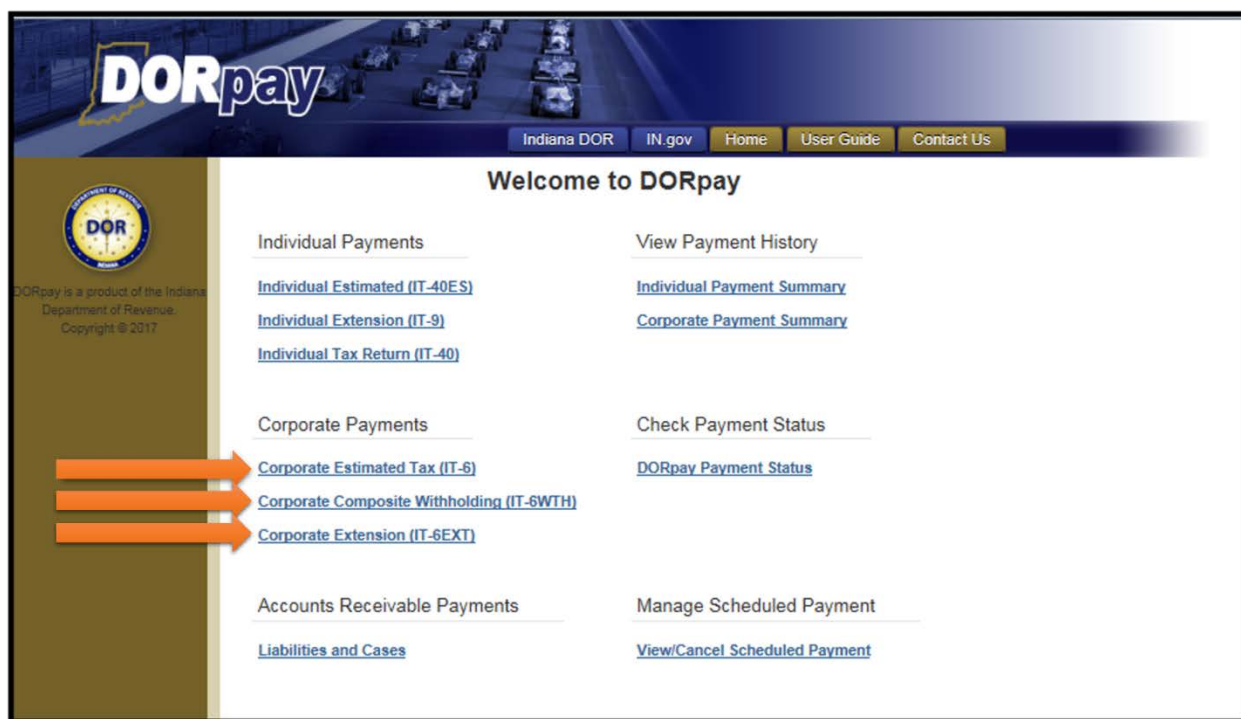


# Making Corporate Tax Payments

## Corporate Estimated Tax (IT-6)/Corporate Composite Withholding (IT-6WH)/Corporate Extension (IT-6EXT)

The screens for the corporate payment DORpay tasks are similar. You will follow the same steps to make an IT-6, an IT-6WH or an IT-6EXT payment. Here, we illustrate making a Corporate Estimated Tax payment.

On the "Welcome to DORpay" home page, select either the "Corporate Estimated Tax (IT-6)", the "Corporate Composite Withholding (IT-6WH)", or "Corporate Extension (IT-6EXT)" link, according to which task it is you need to perform.



The "Business Information" screen appears. Select the payment year, enter the Federal Tax ID (FID or FEIN) and the Corporation Name. Then select "Next".

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**Corporate Estimated (IT-6) Payment**

Business Information

Payment Year 2017

Federal Tax ID

Corporation Name

Back Next

Enter business information

Select Next

The "Please Verify Identification" screen appears. Verify the information entered and then select "Next".

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**Corporate Estimated (IT-6) Payment**

Please Verify Identification

You may edit the information you provided to us by clicking on the Edit button to resubmit your information, or you may continue filing with the information as it is by clicking the Next button.

Filing Year	2017
Federal Tax ID	123456789
Corporation Name	Wldgit Manufacturing Corporation

Edit Next

Verify business information

Select Next

The “Enter Address Information” screen appears. Verify or enter your corporation address, email and phone number and select “Next”.

The screenshot shows the 'Corporate Estimated (IT-6) Payment' screen. The header includes the 'DORpay' logo and navigation links: 'Indiana DOR', 'IN.gov', 'Home', 'User Guide', and 'Contact Us'. The left sidebar features the 'DOR' logo and text: 'DORpay is a product of the Indiana Department of Revenue. Copyright © 2017.' The main content area is titled 'Corporate Estimated (IT-6) Payment' and 'Enter Address Information'. It contains a form with the following fields: 'Country' (dropdown menu showing 'UNITED STATES'), 'Street Address' (text box with '231 N Main Street'), 'City' (text box with 'TULSA'), 'State' (dropdown menu showing 'OKLAHOMA'), 'Zip Code' (text box with '74101-2041'), 'Email' (text box with 'widgits@gmail.com'), and 'Phone Number' (text box with '(312) 317-8125'). At the bottom right of the form are 'Back' and 'Next' buttons. Two orange callout boxes are present: one pointing to the form fields with the text 'Verify or enter address information', and another pointing to the 'Next' button with the text 'Select Next'.

The “Enter Tax Payment” screen appears. Enter the payment amount and then select “Next”.

The screenshot shows the 'Corporate Estimated (IT-6) Payment' screen. The header and left sidebar are identical to the previous screenshot. The main content area is titled 'Corporate Estimated (IT-6) Payment' and 'Enter Tax Payment'. It contains a form with a single 'Payment Amount' text box. At the bottom right of the form are 'Back' and 'Next' buttons. An orange callout box points to the 'Payment Amount' text box with the text 'Enter Payment Amount and then select Next'.

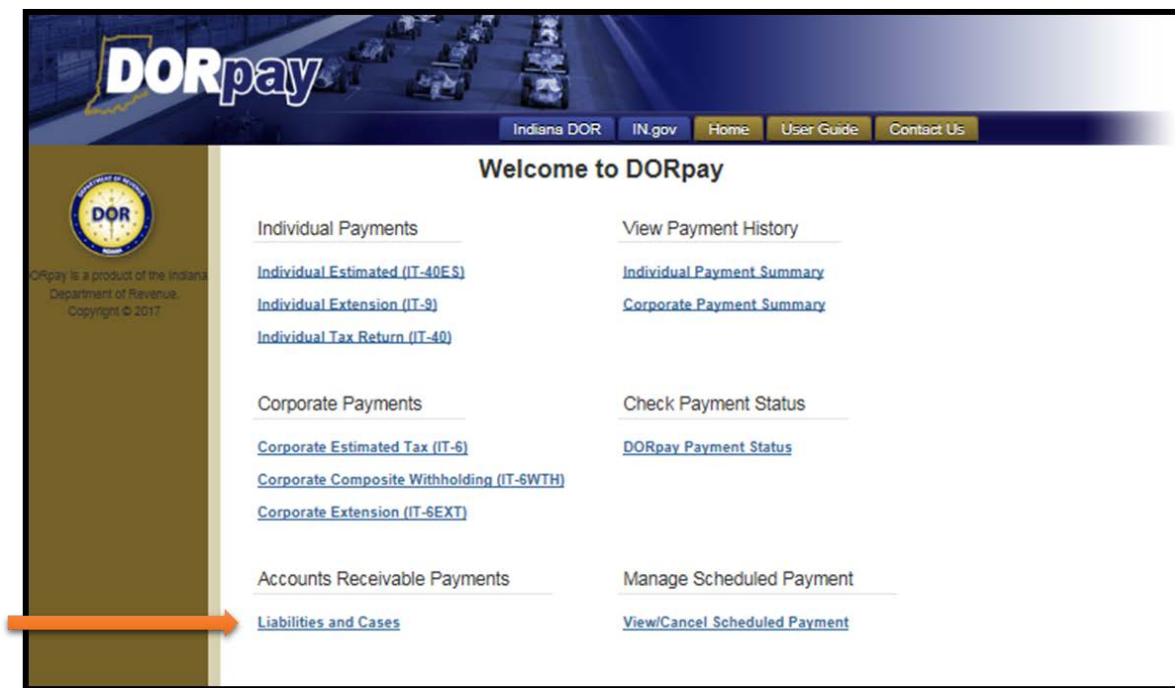
You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#) in this document.

# Making Liability and Case payments

## Liability Payments

When making a payment to a specific liability, follow the steps below.

On the "Welcome to DORpay" home page, select "Liabilities and Cases".



Direct the customer to enter the taxpayer identification number (TID), select single liability, enter the liability number and then select "Next".

The screenshot shows the "Liabilities and Case Payments" form on the DORpay website. The form has a title "Liabilities and Case Payments" and a sub-header "Accounts Receivable". It includes a field for "Enter your Taxpayer ID (TID) Number:" with the value "000000000" and an orange "Enter" button. Below this is a question: "Do you want to make a payment for a single Liability/Case, or multiple Liabilities/Cases?". The "Single Liability/Case" option is selected with a radio button. There is a field for "Liability Number:" with the value "2013xxxxxxx" and an orange "Enter" button. Below this is a field for "Case Number:" with an orange "Select" button. At the bottom, there are "Back" and "Next" buttons, with an orange arrow pointing to the "Next" button.



Enter the payment amount and then select "Next".

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**Liabilities and Case Payments**

Your Information

Your TID: 0000000000

Enter amount to pay below.

Liability Number: 2013xxxxxx

Payment Amount: \$500.00

Back Next

You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#), in this document.

## Case Payments

When making a payment to a Case (payment plan), follow the steps below.

On the "Welcome to DORpay" home page, select "Liabilities and Cases".

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**Welcome to DORpay**

Individual Payments	View Payment History
<a href="#">Individual Estimated (IT-40ES)</a>	<a href="#">Individual Payment Summary</a>
<a href="#">Individual Extension (IT-9)</a>	<a href="#">Corporate Payment Summary</a>
<a href="#">Individual Tax Return (IT-40)</a>	
Corporate Payments	Check Payment Status
<a href="#">Corporate Estimated Tax (IT-6)</a>	<a href="#">DORpay Payment Status</a>
<a href="#">Corporate Composite Withholding (IT-6WTH)</a>	
<a href="#">Corporate Extension (IT-6EXT)</a>	
Accounts Receivable Payments	Manage Scheduled Payment
<a href="#">Liabilities and Cases</a>	<a href="#">View/Cancel Scheduled Payment</a>

At the "Accounts Receivable" screen, enter the Taxpayer ID (TID), select multiple liability/case and enter the liability number or the case number. Then select "Next".

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### Liabilities and Case Payments

Accounts Receivable

Enter your Taxpayer ID (TID) Number: 0000000000

Do you want to make a payment for a single Liability/Case, or multiple Liabilities/Cases?

☐ Single Liability/Case  
☒ Multiple Liability/Case

For verification purposes, please provide a valid Liability or Case Number (you can only enter one time at a time)

Liability Number:

-- OR --

Case Number: 12345

Back Next

On the "View Accounts" page, enter the payment amount and then select "Next".

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### Liabilities and Case Payments

View Accounts

Case Number	Amount Owed	Payment Amount
12345	\$444,108.80	\$700.00

Total Payment Amount: \$700.00

Back Next

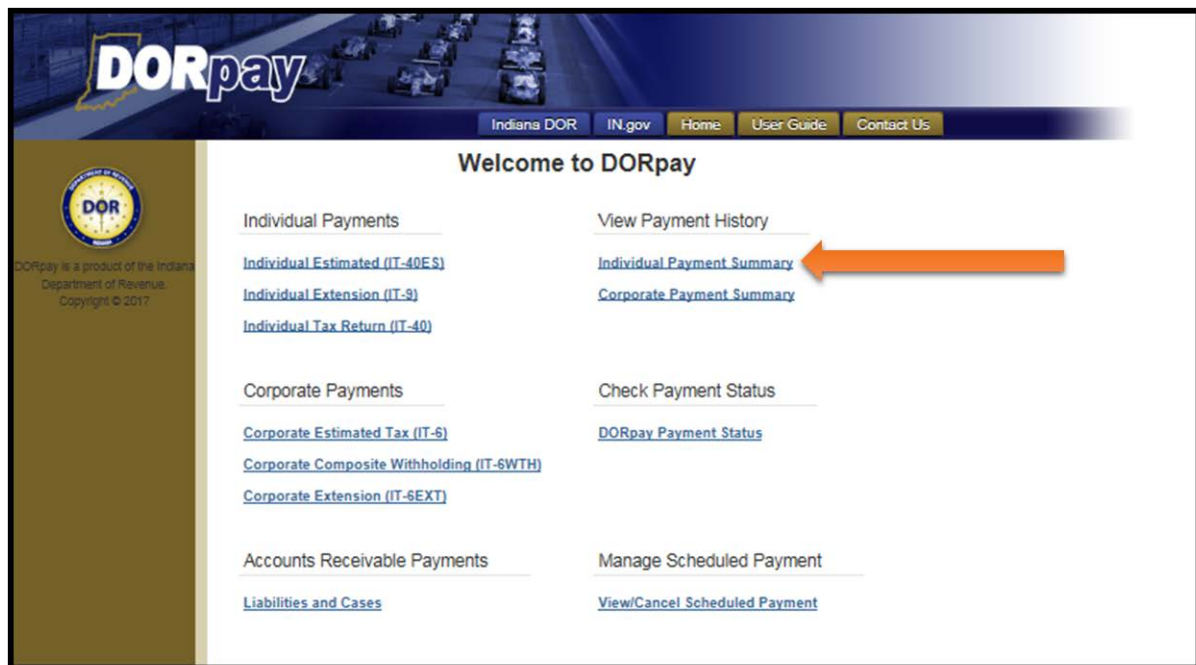
You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods](#), in this document.

## Viewing a Payment Summary

### Individual Tax Payment Summary

The steps to view an individual payment summary are as follows:

On the "Welcome to DORpay" home page, select "Individual Payment Summary".

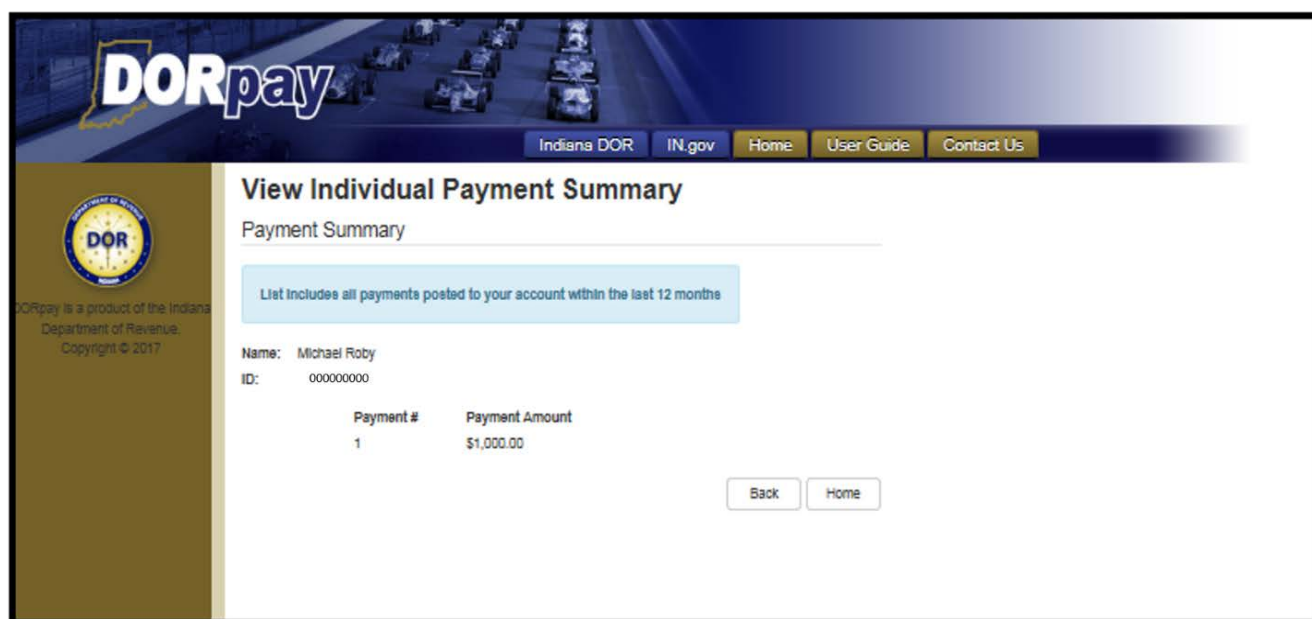


On the "Individual Payment History" screen enter your information (Name and SSN) and the last payment amount.

Then select "Next".

The screenshot shows the "View Individual Payment Summary" screen. The page title is "View Individual Payment Summary" and the sub-header is "Individual Payment History". The form contains the following fields: First Name (Michael), Last Name (Roby), SSN (xxxxxxxx), and Last Payment Amount (\$1,000.00). There are "Back" and "Next" buttons at the bottom. Three orange callout boxes provide instructions: "Enter customer information" points to the First Name, Last Name, and SSN fields; "Enter amount of last payment" points to the Last Payment Amount field; and "Select" points to the "Next" button.

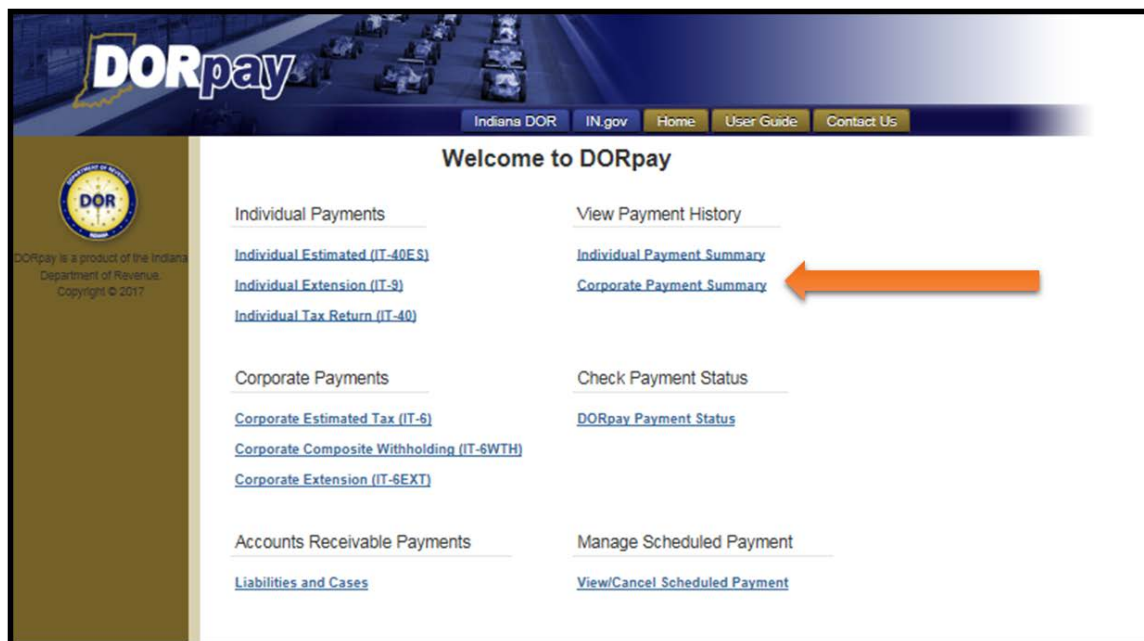
The "Payment Summary" screen will list all payments made to your account in the last 12 months.



## Corporate Tax Payment Summary

The steps to view a corporate payment summary are as follows:

On the "Welcome to DORpay" home page, select "Corporate Payment Summary".





On the "Corporate Payment History" screen, enter the corporation information (Name and Federal Tax ID or FEIN) and the amount of the last payment made.

Then select "Next".

The screenshot shows the 'View Corporate Payment Summary' screen. The header includes the 'DORpay' logo and navigation links: 'Indiana DOR', 'IN.gov', 'Home', 'User Guide', and 'Contact Us'. The main content area is titled 'View Corporate Payment Summary' and 'Corporate Payment History'. It contains three input fields: 'Company Name' (filled with 'Professional Golfcar Corp'), 'Federal Tax ID' (filled with 'xxxxxxxx'), and 'Last Payment Amount' (filled with '\$3,930.00'). Below these fields are 'Back' and 'Next' buttons. Three orange callout boxes with arrows point to the input fields: 'Enter Corporate Information' points to the 'Company Name' and 'Federal Tax ID' fields; 'Enter last payment amount' points to the 'Last Payment Amount' field; and 'Select' points to the 'Next' button.

The "Payment Summary" screen will list all payments made to the account in the last 12 months.

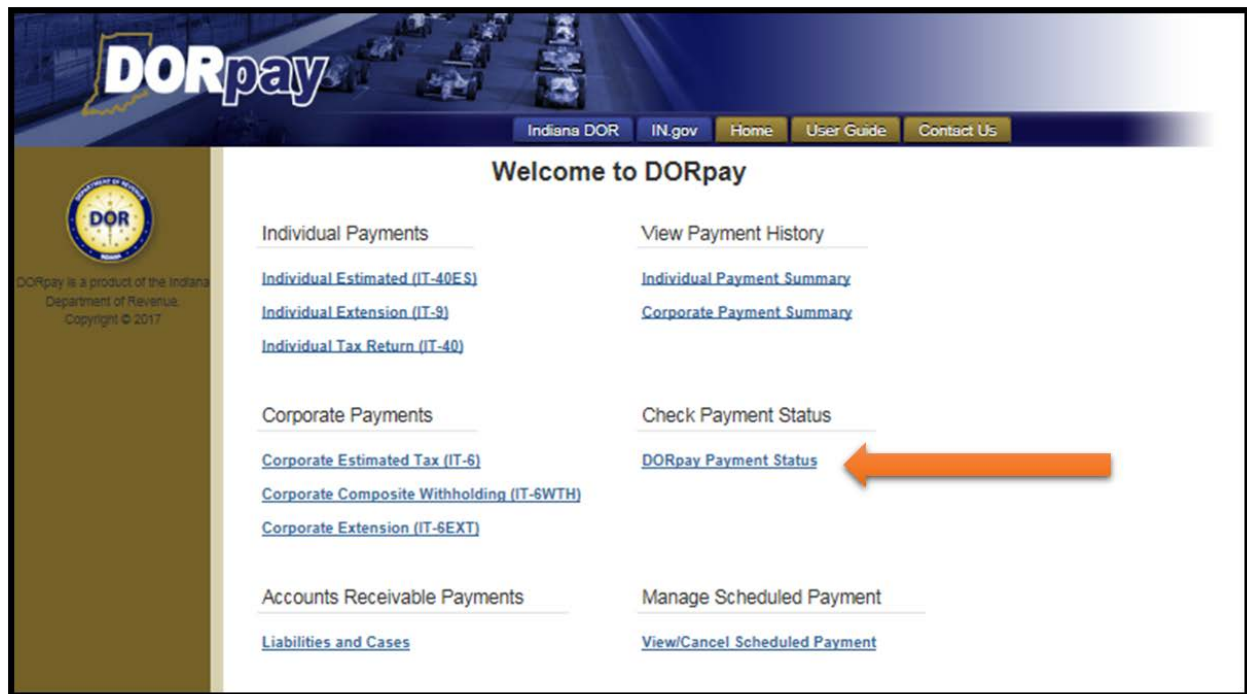
The screenshot shows the 'View Corporate Payment Summary' screen after clicking 'Next'. The header is the same. The main content area is titled 'View Corporate Payment Summary' and 'Payment Summary'. A light blue box states: 'List includes all payments posted to your account within the last 12 months'. Below this, the user information is displayed: 'Name: Professional Golfcar Corp' and 'ID: 350183320'. A table lists the payments:

Payment #	Payment Amount
1	\$3,930.00
2	\$3,930.00

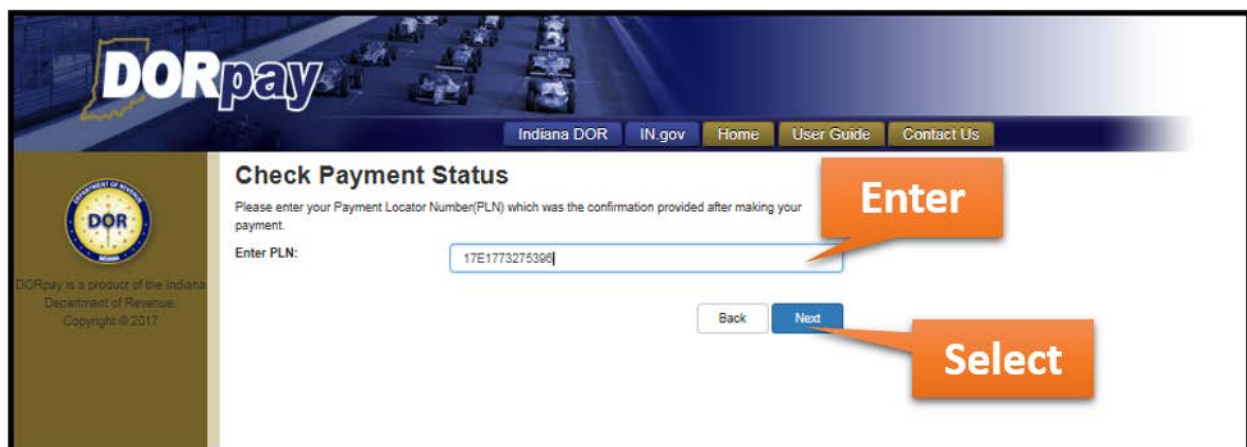
At the bottom right, there are 'Back' and 'Home' buttons.

## Viewing a Payment Status

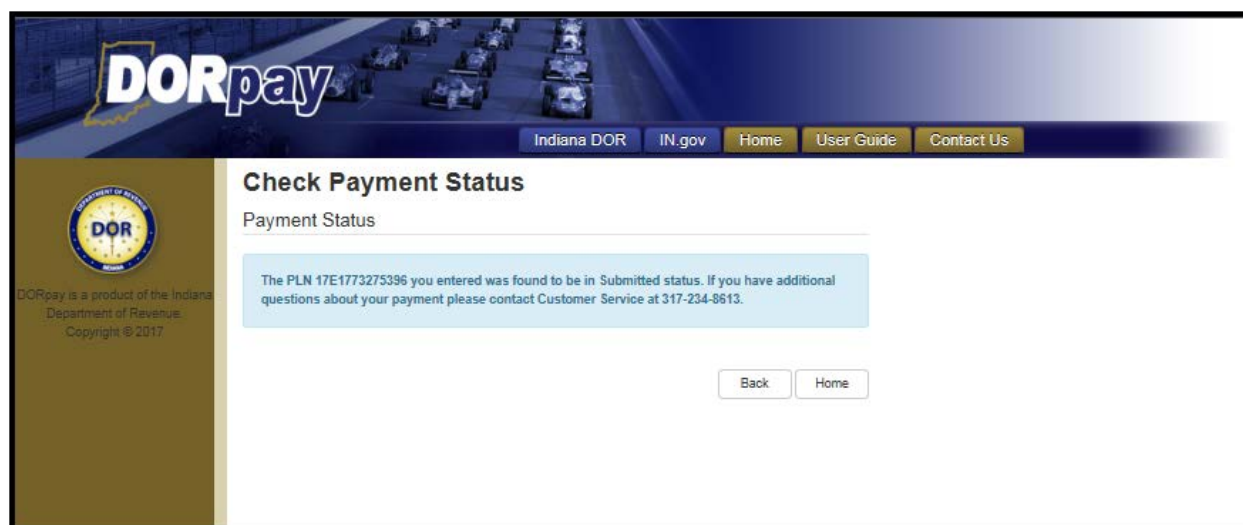
To check a payment status in DORpay, select “DORpay Payment Status” on the “Welcome to DORpay” home page.



On the “Check Payment Status” screen, enter your payment locator number (PLN), provided to you at the time of payment, and then select “Next”.

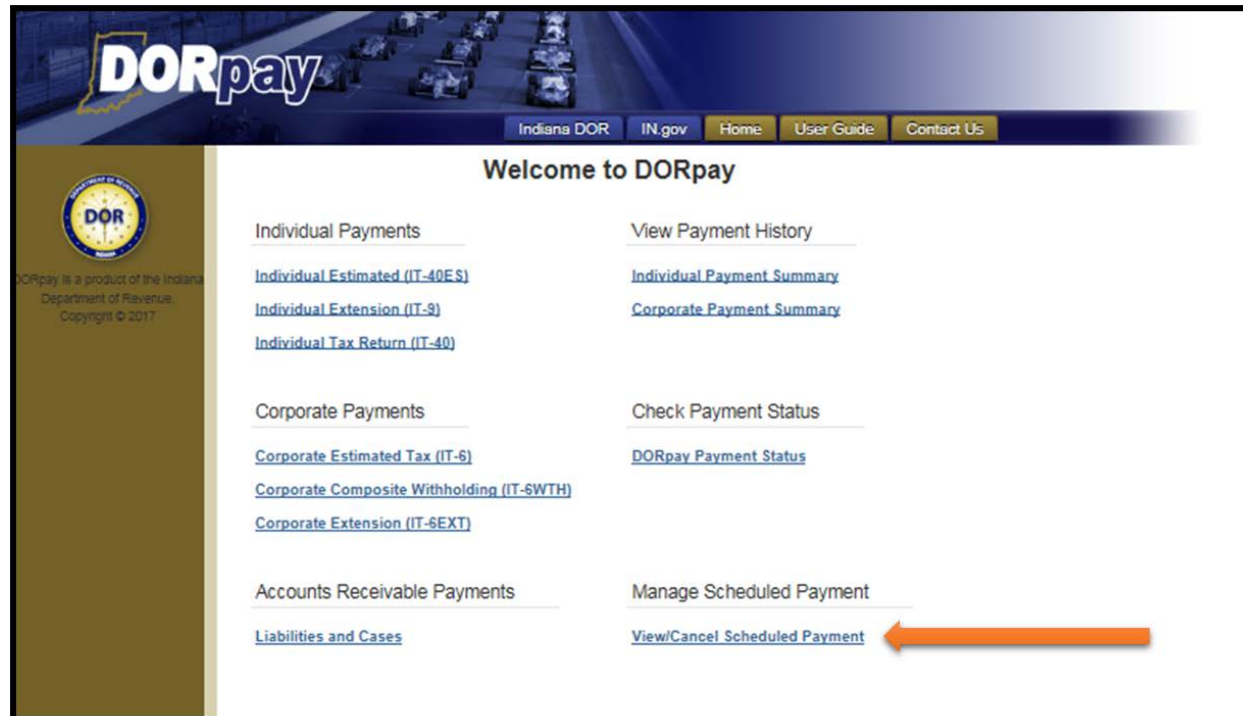


The "Payment Status" screen will provide the status of the payment made with the entered PLN in the blue box.



## Lesson 6: View or Cancel a Scheduled Payment

To view or cancel a scheduled payment in DORpay, select "View/Cancel Scheduled Payment" on the "Welcome to DORpay" home page.



Enter the payment locator number (PLN) which was provided at the time of the payment. Enter your email address and the last 4-digits of the bank account from which the payment was made.

The screenshot shows the 'Retrieve a Scheduled Payment' page on the DORpay website. The header includes the DORpay logo and navigation links: Indiana DOR, IN.gov, Home, User Guide, and Contact Us. The main content area is titled 'Retrieve a Scheduled Payment' and 'Enter Payment Information'. It contains three input fields: 'PLN' with the value '17E00000000', 'Email Address' with 'derrow@aol.com', and 'Last 4 Digits of Bank Account Number' with '0000'. Below these fields are 'Back' and 'Next' buttons. An orange callout bubble with the text 'Select' points to the 'Next' button. On the left side, there is a DOR logo and text stating 'DORpay is a product of the Indiana Department of Revenue. Copyright © 2017'.

The "Scheduled Payment Status" screen will provide the status of the payment in the blue box.

The screenshot shows the 'Scheduled Payment Status' page on the DORpay website. The header is the same as the previous screen. The main content area is titled 'Scheduled Payment Status'. A blue box contains the text 'Your payment was found with the status: Scheduled.' An orange callout bubble with the text 'Payment Status' points to this box. Below the blue box, the PLN '17E1773275428' is displayed in red. Further down, the amount '\$250.00', the scheduled payment processing date 'Wednesday, November 15, 2017', and the email address 'derrow@aol.com' are listed. A yellow box contains a warning: 'By selecting Cancel Payment, your payment will not be submitted for processing. You can not undo this action. If you cancel a payment in error, you will need to submit a new payment transaction for processing.' Below this warning is a 'Cancel Payment' button. An orange callout bubble with the text 'Select to cancel payment' points to this button. At the bottom right are 'Back' and 'Home' buttons. The left sidebar is identical to the previous screen.

To cancel the scheduled payment, select "Cancel Payment" at the bottom of the "Scheduled Payment Status" screen.

## Payment Methods

### Pay Now/Schedule a Payment

Customers can select either to pay now, or to schedule a payment for later. If you choose to schedule the payment for later, you should enter the desired date of payment using the calendar menu as shown below.

**Note:** Scheduled payments up to 90 days in advance are only available with an ACH Debit (Electronic Funds Transfer). This option is not available with credit card payments.

**DORpay**

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### Individual Tax Return (IT-40) Payment

- Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn.
- Payments may not be scheduled more than 90 days in advance.

**Payment Amount** \$1,234.56

**Withdrawal Option**

☐ Pay Now

☒ Schedule a payment

**Payment Option**

☐ ACH Debit (Electronic Funds Transfer)

☐ Credit Card

**Calendar Date-Picker:** Oct 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select the calendar date-picker and then select desired date



## ACH Debit (Electronic Funds Transfer) Payment

You may choose to pay directly from your checking or savings bank account using the ACH Debit (Electronic Funds Transfer) payment option. If you choose this option, you will be taken to a screen that requires you to enter your bank account details.

You will need to check the box which requiring confirmation that the account is of US origin and then select "Next".

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### Individual Tax Return (IT-40) Payment

Amount to Pay  
Payment Amount \$200.00

Bank Account Info

Name on Account

Account Type

Routing Number

Account Number

Verify Account Number

☐ Check to confirm bank account is of US origin.

Back Next

Enter bank account details

Confirm account is of US origin

Then select Next

You will be taken to a screen where you should verify all your account and contact information before selecting "Next".

Account Type

Routing Number

Account Number

Verify Account Number

☒ Check to confirm bank account is of US origin.

Billing Address

Country

Street Address

City

State

Zip Code

Email

Phone Number

Back Next

Verify information

Then select Next

The verify and submit screen appears. Read the paragraph about verifying information before submitting, as changes cannot be made once the payment is submitted.

Only select "Submit" one time otherwise multiple payments may be made.

Step 2 of 3: Verify and Submit

Your transaction is not complete until you click the submit button to submit your payment.

Verify information

Payment Amount	\$200.00
Name on Account	John Q Doe
Account Type	CHE
Routing Number	*****XXXX
Account Number	*****XXXX
Country	USA
Street Address Line 1	123 Counting Lane
City	Bedford
State	IN
Zip Code	47421-5048

Back Cancel Submit

Select Submit just once

## Credit Card Payment

If the credit card option is selected, a screen activates notifying you of the "Credit Card Portal Fee". This is the fee the Indiana Department of Revenue (DOR) is charged by the payment service to process credit cards.

The Portal Fee is not charged for ACH Debit (Electronic Funds Transfer) payment.

Individual Estimated (IT-40ES) Payment

- Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn.
- Payments may not be scheduled more than 90 days in advance.

Payment Amount: \$200.00

Withdrawal Option: ☒ Pay Now ☐ Schedule a payment

Payment Option: ☐ ACH Debit (Electronic Funds Transfer) ☒ Credit Card

Estimated Portal Fee: \$5.02

Credit card transactions may not be modified or canceled after they have been submitted.

Back Next

Credit card portal fee notification

If the credit card option is selected, the "Enter Credit Card Information" screen appears. Enter your credit card information and verify your contact information. Then select "Continue".

**Credit Card Information**  
Step 1 of 3: Enter Card Information

Enter your credit card information including billing address to make a payment. The cardholder name must be entered exactly as it appears on the card.

Payment Amount: \$100.00  
Portal Fee: \$3.02  
Total Charge: \$103.02  
Cardholder Name: Mary Peter  
Credit Card Type: Visa  
Credit Card Number: 0000000000000000  
Expiration Date: Month 02 Year 2026  
Card Security Code (CSC): \*\*\*  
Country: UNITED STATES  
Street Address: 123 Main Street  
City: FORT WAYNE  
State: INDIANA  
Zip Code: 46835-6950  
Email: customer@customer.com  
Phone Number: (123)456-7891

Back Continue

The "Verify and Submit" screen appears. Read the paragraph about verifying information before submitting, as changes cannot be made once the payment is submitted.

Only select "Submit" one time otherwise multiple payments may be made.

**Step 2 of 3: Verify and Submit**

Your transaction is not complete until you click the submit button to submit your payment.

Review your credit card payment information for accuracy prior to submitting. Click on the "Previous" button to modify your credit card information. Click the "Cancel" button return to your businesses list. Click the "Submit" button only ONCE to submit your payment. Clicking the "Submit" button multiple times will result in multiple charges to your card.

Installment	Q4 2017 (Due 1/16/2018)
Payment Amount	\$200.00
Portal Fee	\$5.02
Total Charge	\$205.02
Cardholder Name	John Q Doe
Credit Card Type	Mastercard
Credit Card Number	*****5557
Expiration Date (MM/YYYY)	03/2020
Country	USA
Street Address Line 1	123 COUNTING LANE
City	BEDFORD
State	IN
Zip Code	47421-5048
Card Security Code (CSC)	***

Back Cancel Submit

## Payment Confirmation – All Methods

Once payment has been submitted using any of the payment methods, the "Payment Confirmation" screen appears.

Confirm the payment has been made in the green bar at the top of the page that states "The following payment has been submitted."

You may print the confirmation page or write down the Payment Locator Number (PLN) for future reference. Then select "Done".

The screenshot shows the 'Payment Confirmation' page. On the left is a dark sidebar with the DORpay logo and text: 'DORpay is a product of the Indiana Department of Revenue. Copyright © 2017'. The main content area has a title 'Payment Confirmation' and a green bar with the message: 'Thank you! The following payment has been submitted. Please [print this page](#) for your records.' Below this is a table of payment details. To the right of the table are three orange callout boxes: 'Print page' pointing to the green bar, 'Note Payment Locator Number' pointing to the PLN 17E1773275417, and 'Select Done' pointing to the 'Done' button. At the bottom of the table area is a yellow box with the instruction: 'Please write down the following number, which is your Payment Locator Number (PLN):' followed by the PLN 17E1773275417 in red. Below this is a note: 'It is extremely important that you save this number for your records. You can use it to [check the status](#) of your payment in DORpay.' At the very bottom is a 'Thank you for using DORpay!' message and a blue 'Done' button.

Installment	Q4 2017 (Due 1/16/2018)
Payment Locator Number	17E1773275417
Payment Amount	\$200.00
Portal Fee	\$5.02
Total Charge	\$205.02
Payment Submitted By	John Q Doe
Payment Submitted On	Monday, October 23, 2017 3:33 PM
Payment Method	Credit
Credit Card Number	*****5557
Expiration Date	3/2020
Date Withdrawn from your Financial Institution	Wednesday, October 25, 2017
Postmark Date	Monday, October 23, 2017

Please write down the following number, which is your Payment Locator Number (PLN):

**17E1773275417**

It is extremely important that you save this number for your records. You can use it to [check the status](#) of your payment in DORpay.

Thank you for using DORpay!

Done